

Policy Planning and Implementation

Mission Statements

The City Council serves as the informed, legislative governing body of the City on all issues, provides guidance in assessing the needs of the community and policy direction for the development of programs and provision of services to the citizens of Milpitas.

The divisions of the City Manager's Department assist the public in accessing their local government and support the City Departments in providing the highest quality services. The Department is committed to being proactive to the changing needs of the public and City Departments.

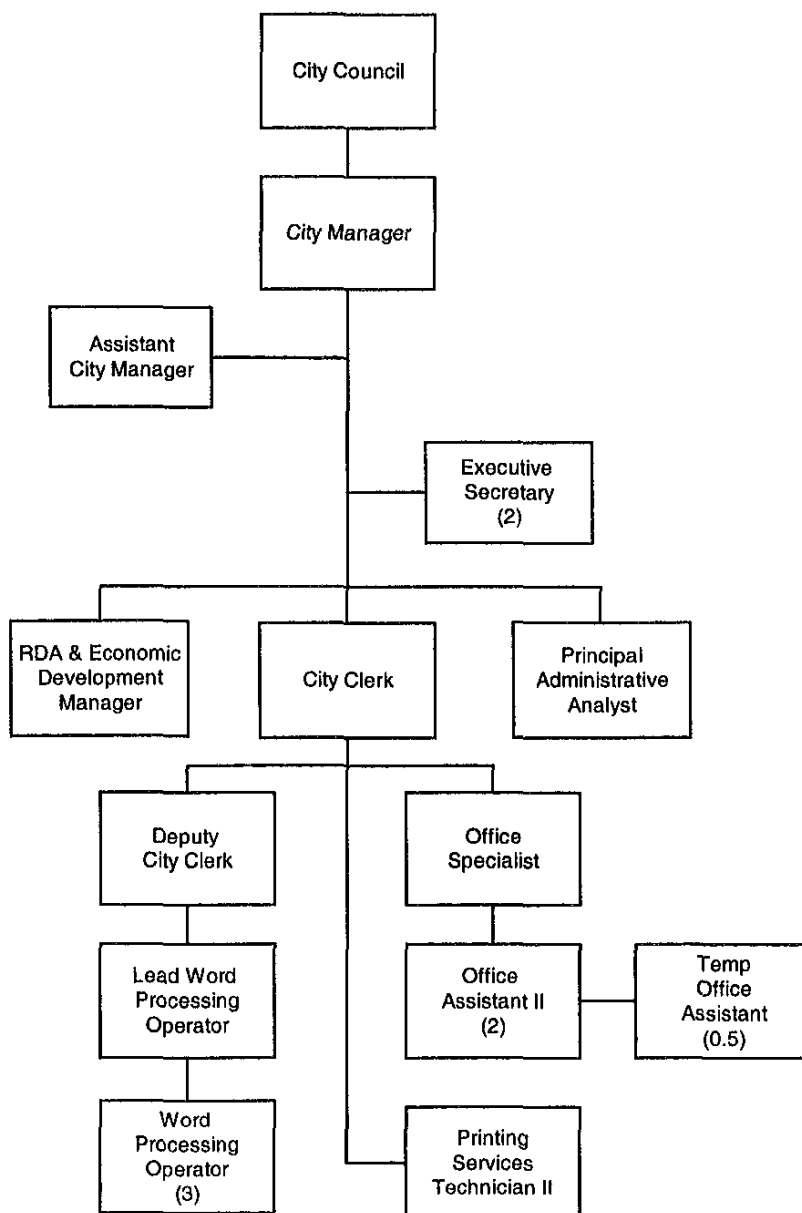
Functions

City Council

City Manager

City Clerk

RDA & Economic Development



POLICY PLANNING AND IMPLEMENTATION OVERVIEW

	<u>Actual 2002-03</u>	<u>Actual 2003-04</u>	<u>Budget 2004-05</u>	<u>Approved 2005-06</u>
Expenditure by Division				
City Council	266,516	286,653	307,394	317,956
City Manager	<u>1,476,007</u>	<u>1,374,473</u>	<u>1,896,185</u>	<u>1,733,525</u>
Total	1,742,523	1,661,126	2,203,579	2,051,481
Expenditure by Function				
City Council	266,516	286,653	307,394	317,956
City Manager	672,717	660,450	746,586	555,319
City Clerk	792,217	711,876	929,599	885,885
RDA & Economic Dev	<u>11,073</u>	<u>2,147</u>	<u>220,000</u>	<u>292,321</u>
Total	1,742,523	1,661,126	2,203,579	2,051,481
Expenditure By Object				
Personnel Services	1,447,751	1,402,001	1,630,270	1,600,766
Services and Supplies	291,504	250,317	573,309	450,715
Capital Outlay	<u>3,268</u>	<u>8,808</u>	<u>0</u>	<u>0</u>
Total	1,742,523	1,661,126	2,203,579	2,051,481

_____ 2005-2006 FINAL BUDGET _____

_____ CITY OF MILPITAS, CALIFORNIA _____

DEPARTMENT: Policy Planning and Implementation

		<u>Actual 2002-03</u>	<u>Actual 2003-04</u>	<u>Budget 2004-05</u>	<u>Approved 2005-06</u>
PERSONNEL SERVICES					
4111	Permanent Salaries	1,127,311	1,095,058	1,504,416	1,536,027
4112	Temporary Salaries	34,035	25,713	0	22,925
4113	Overtime	7,699	6,874	6,000	12,000
4121	Allowances	43,425	39,292	38,700	45,300
4124	Leave Cashout	20,856	15,783	0	0
4131	PERS	75,111	77,319	174,627	233,127
4132	Group Insurance	104,755	110,595	244,896	228,377
4133	Medicare	12,063	12,097	17,215	20,838
4135	Worker's Compensation	11,022	8,589	9,585	9,950
4138	Deferred Comp	10,770	10,105	13,500	13,500
4139	PARS	704	576	0	344
4142	Vacancy Factor	0	0	(300,560)	(492,485)
4143	Charged to CIPs	0	0	(78,109)	0
4144	Reduced Funding, Personnel	0	0	0	(29,137)
	Total	1,447,751	1,402,001	1,630,270	1,600,766
SERVICES AND SUPPLIES					
4201	Community Promotions	87,498	88,346	75,700	127,400
4211	Equipment Replacement Amor	2,949	2,369	2,700	12,450
4220	Supplies	45,978	37,053	51,500	49,500
4230	Services	84,062	47,950	273,250	213,650
4280	Elections	9,268	0	52,000	0
4410	Communications	3,604	1,868	1,800	2,000
4501	Memberships & Dues	47,344	59,503	74,459	69,479
4503	Training	4,593	4,403	25,630	25,130
4520	Commissions and Boards	6,208	8,825	16,270	16,595
4681	Reduced Funding, Svcs/Sup	0	0	0	(65,489)
	Total	291,504	250,317	573,309	450,715
CAPITAL OUTLAY					
4851	Vehicles	0	0	0	0
4874	Computer Hardware	0	0	0	0
4881	Furniture and Fixtures	0	8,000	0	0
4920	Machinery, Tools & Equipment	3,268	808	0	0
	Total	3,268	8,808	0	0
	Total Expenditures	<u>1,742,523</u>	<u>1,661,126</u>	<u>2,203,579</u>	<u>2,051,481</u>

DEPARTMENT: 1 Policy Planning & Implementation **CITY MANAGER:** Charles Lawson
DIVISION: 10 City Council
FUNCTION: 100 City Council

Function Description

The City Council serves as the governing body of the City, provides legislative direction, and promulgates policies pertaining to the provision of services and direction of City government.

Performance Indicators	Actual 2002-03	Actual 2003-04	Projected 2004-05	Estimated 2005-06
City Council meetings	23	28	27	23
Commission meetings	134	140	126	125
Subcommittee meetings	65	70	70	70
County/Regional Agency/Assn. meetings	270	270	270	270

2004-2005 Accomplishments

1. Provided comprehensive policy direction for the municipal corporation.
 2. Enhanced citizen and neighborhood services.
 3. Established citywide priorities for administrative and financial management for Fiscal Year 2004-05.
 4. Reviewed and adopted policies to increase productivity, efficiency and accountability.
 5. Provided oversight for the completion of the Senior Center improvements (Cracolice building).
 6. Provided guidance on the conceptual development of the new Library.
 7. Completed the expansion of the Redevelopment Area.
 8. Facilitated and funded college classes at Milpitas High School and Monday afternoon hours at the Milpitas High School library.
 9. Monitored the implementation of a Public Safety Terrorism Response Plan.
 10. Provided oversight for the Milpitas 50th Anniversary celebrations.
 11. Initiated the new City newsletter for residents.
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2005-2006 Objectives

1. Provide policy direction for the municipal corporation.
 2. Establish citywide priorities for Fiscal Year 2005-06.
 3. Focus on citywide economic recovery with emphasis on redevelopment of the Midtown area.
 4. Review and adopt policies to increase productivity, efficiency and accountability.
 5. Oversee the development of the design for the new Milpitas library and the design of the east and west Midtown parking garages.
 6. Increase community-wide information and communication.
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Personnel Allotment

This function is staffed by: (1) Mayor, (1) Vice-Mayor and (3) Council members.
 Stipends for seven Planning Commissioners are included in the City Council budget.

Personnel Changes

No change was requested.

Expenditure Analysis

Personnel Services: \$163,032 will provide staffing for this function.
 Services and Supplies: \$154,924 will provide for community promotions, supplies, memberships and meeting expenses for the City Council, City Commissions and Boards.
 Capital Outlay: No capital outlay was requested

DEPARTMENT: Policy Planning and Implementation
DIVISION: City Council
FUNCTION: City Council

		<u>Actual 2002-03</u>	<u>Actual 2003-04</u>	<u>Budget 2004-05</u>	<u>Approved 2005-06</u>
PERSONNEL SERVICES					
4111	Permanent Salaries	56,777	58,678	59,691	59,691
4112	Temporary Salaries	3,265	3,035	0	0
4113	Overtime	0	0	0	0
4121	Allowances	38,004	36,405	38,700	38,700
4124	Leave Cashout	0	0	0	0
4131	PERS	2,844	2,516	7,039	9,166
4132	Group Insurance	27,991	25,590	57,840	53,750
4133	Medicare	1,482	1,484	1,426	1,426
4135	Worker's Compensation	378	299	299	299
4138	Deferred Comp	0	0	0	0
4139	PARS	385	576	0	0
4142	Vacancy Factor	0	0	0	0
4143	Charged to CIPs	0	0	0	0
4144	Reduced Funding, Personnel	0	0	0	0
	Total	<u>131,126</u>	<u>128,583</u>	<u>164,995</u>	<u>163,032</u>
SERVICES AND SUPPLIES					
4201	Community Promotions	76,134	86,699	64,700	124,400
4211	Equip Replmnt Amortization	0	0	0	0
4220	Supplies	1,934	3,195	4,000	4,000
4230	Services	500	0	0	0
4280	Elections	0	0	0	0
4410	Communications	2,280	605	500	1,000
4501	Memberships & Dues	44,683	56,875	43,929	43,929
4503	Training	3,651	1,871	13,000	13,000
4520	Commissions & Boards	6,208	8,825	16,270	16,595
4681	Reduced Funding, Svcs/Sup	0	0	0	(48,000)
	Total	<u>135,390</u>	<u>158,070</u>	<u>142,399</u>	<u>154,924</u>
CAPITAL OUTLAY					
4851	Vehicles	0	0	0	0
4870	Machinery & Equipment	0	0	0	0
4911	Furniture & Fixtures	0	0	0	0
4920	Machinery, Tools & Equip	0	0	0	0
	Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Expenditures	<u><u>266,516</u></u>	<u><u>286,653</u></u>	<u><u>307,394</u></u>	<u><u>317,956</u></u>

DEPARTMENT: 1 Policy Planning & Implementation **CITY MANAGER:** Charles Lawson
DIVISION: 11 City Manager
FUNCTION: 111 City Manager

Function Description

This function administers the operation of City government in an efficient and effective manner according to the general policy guidelines of the City Council and recommends strategies and solutions to issues for Council consideration.

Performance Indicators	Actual 2002-03	Actual 2003-04	Projected 2004-05	Estimated 2005-06
City Council meetings	23	28	27	23
Budget expenditures to revenues (Equal to or Less than)	Equal to	Equal to	Equal to	Equal to
Capital Improvement Program projects completed	23	18	15	9

2004-2005 Accomplishments

1. Implemented City Council priorities for FY 04-05.
 2. Provided administrative and managerial leadership to the municipal organization.
 3. Directed coordination of regional transportation issues with outside agencies.
 4. Led citywide service/activity prioritization and expenditure reduction analysis.
 5. Managed the impact of the economic recession without reduction of City services.
 6. Provided oversight and direction for designing the library project and completing the Senior Center renovation.
 7. Provided policy support for transportation planning and development issues.
 8. Provided direction for litigation of City Hall construction issues.
 9. Provided direction for the continued implementation of the Public Safety Terrorism Response Plan.
 10. Provided guidance for Milpitas 50th Anniversary celebrations.
 11. Initiated consideration of the location and development of a County Health Clinic, senior housing and parking garages on Main Street.
 12. Received Standard & Poor's AA rating for the City of Milpitas' financial condition and management.
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2005-2006 Objectives

1. Implement City Council priorities for FY 05-06.
 2. Provide leadership to the municipal organization.
 3. Increase emphasis on implementing economic development strategies.
 4. Implement financial and personnel strategies to mitigate the loss of revenues due to the general economic recession and the State's budget deficit without the reduction of citizen services.
 5. Provide guidance for interagency coordination of transportation issues with emphasis on 1-680 sound-walls, SR237/I880 interchange and the BART project.
 6. Provide oversight and management of Midtown implementation including street improvements, the new Library, senior housing, health clinic and parking garages.
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Personnel Allotment

This function is staffed by: (1) City Manager, (1) Assistant City Manager, (1) Principal Administrative Analyst and (2) Executive Secretary.

Personnel Changes

No change was requested.

Expenditure Analysis

Personnel Services: \$507,919 will provide staffing for this function.
 Services and Supplies: \$47,400 will provide for supplies, memberships, meetings, training and promotions.
 Capital Outlay: No capital outlay was requested.

DEPARTMENT: Policy Planning and Implementation
DIVISION: City Manager
FUNCTION: City Manager

		Actual 2002-03	Actual 2003-04	Budget 2004-05	Approved 2005-06
PERSONNEL SERVICES					
4111	Permanent Salaries	564,391	549,111	654,209	654,602
4112	Temporary Salaries	2,805	0	0	0
4113	Overtime	1,343	175	0	0
4121	Allowances	0	0	0	6,600
4124	Leave Cashout	7,064	4,913	0	0
4131	PERS	37,642	38,760	75,833	99,249
4132	Group Insurance	33,934	37,018	60,732	53,415
4133	Medicare	6,964	6,575	7,948	8,013
4135	Worker's Compensation	4,051	3,078	3,273	3,274
4138	Deferred Comp	4,518	4,614	4,500	4,500
4139	PARS	42	0	0	0
4142	Vacancy Factor	0	0	0	(321,734)
4143	Charged to CIPs	0	0	(78,109)	0
4144	Reduced Funding, Personnel	0	0	0	0
	Total	662,754	644,244	728,386	507,919
SERVICES AND SUPPLIES					
4201	Community Promotions	989	72	1,000	1,000
4211	Equip Replmnt Amortization	0	0	0	0
4220	Supplies	2,803	2,653	5,500	5,500
4230	Services	368	106	0	30,000
4280	Elections	0	0	0	0
4410	Communications	1,309	1,190	1,300	500
4501	Memberships & Dues	1,918	1,995	4,600	4,600
4503	Training	942	1,786	5,800	5,800
4520	Commissions & Boards	0	0	0	0
4681	Reduced Funding, Svcs/Sup	0	0	0	0
	Total	8,329	7,802	18,200	47,400
CAPITAL OUTLAY					
4851	Vehicles	0	0	0	0
4870	Machinery & Equipment	0	0	0	0
4881	Furniture and Fixtures	0	8,000	0	0
4920	Machinery, Tools & Equip	1,634	404	0	0
	Total	1,634	8,404	0	0
	Total Expenditures	<u>672,717</u>	<u>660,450</u>	<u>746,586</u>	<u>555,319</u>

DEPARTMENT: 1 Policy Planning & Implementation
DIVISION: 11 City Manager
FUNCTION: 114 City Clerk

CITY MANAGER: Charles Lawson
CITY CLERK: Mary Lavelle

Function Description

This function provides Government Code mandated services, public information, centralized records management, minutes and records of City Council actions, municipal code codification, administration of elections, parking violation hearings, passport acceptance services, and centralized word processing and printing services. This unit also provides a City Hall information desk, providing assistance to the public and to other departments.

Performance Indicators	Actual 2002-03	Actual 2003-04	Projected 2004-05	Estimated 2005-06
Council agenda items processed	532	563	565	565
Public information inquiries	21,071	29,315	30,000	31,000
Total printing impressions	2,428,374	2,834,469	2,500,000	2,600,000
Public records requests	N/A	N/A	N/A	400*

* Begin tracking.

2004-2005 Accomplishments

1. Prepared City Council agendas and minutes for all regular and special meetings.
2. Administered the requirements of the Fair Political Practices Commission.
3. Conducted the November 2, 2004, Municipal Election.
4. Assisted in the development of the new City Newsletter.
5. Administered the Passport Acceptance Program.
6. Assisted the public and City departments with public information requests.

2005-2006 Objectives

1. Prepare agendas and record City Council actions.
2. Administer the requirements of the Fair Political Practices Commission for campaign disclosure reports and statements of economic interest.
3. Review and update the Records Retention schedule.
4. Develop and implement reporting requirements of the Open Government Ordinance.
5. Respond to requests for public information.

Personnel Allotment

This function is staffed by: (1) City Clerk, (1) Deputy City Clerk, (1) Lead Word Processing Operator, (3) Word Processing Operators, (1) Printing Services Technician, (1) Office Specialist, (2) Office Assistant IIs and a temporary (.5) Office Assistant.

Personnel Changes

No change was requested.

Expenditure Analysis

Personnel Services: \$764,494 will provide staffing for this function.

Services and Supplies: \$121,391 will provide for advertising, municipal code codification, off-site records storage; equipment maintenance, outside printing, supplies for citywide printing and equipment replacement amortization.

Capital Outlay: No capital outlay was requested.

DEPARTMENT: Policy Planning and Implementation
DIVISION: City Manager
FUNCTION: City Clerk

		Actual 2002-03	Actual 2003-04	Budget 2004-05	Approved 2005-06
PERSONNEL SERVICES					
4111	Permanent Salaries	506,143	487,269	676,971	690,528
4112	Temporary Salaries	27,965	22,678	0	22,925
4113	Overtime	6,356	6,699	6,000	12,000
4121	Allowances	5,421	2,887	0	0
4124	Leave Cashout	13,792	10,870	0	0
4131	PERS	34,625	36,043	78,591	104,819
4132	Group Insurance	42,830	47,987	114,756	110,462
4133	Medicare	3,617	4,038	6,182	9,483
4135	Worker's Compensation	5,895	4,640	5,445	5,721
4138	Deferred Comp	6,252	5,491	8,100	8,100
4139	PARS	277	0	0	344
4142	Vacancy Factor	0	0	(159,156)	(170,751)
4143	Charged to CIPs	0	0	0	0
4144	Reduced Funding, Personnel	0	0	0	(29,137)
	Total	653,173	628,602	736,889	764,494
SERVICES AND SUPPLIES					
4201	Community Promotions	0	0	0	0
4211	Equip Replmnt Amortization	2,949	2,369	2,700	12,450
4220	Supplies	41,241	31,205	42,000	40,000
4230	Services	83,194	47,844	93,250	83,650
4280	Elections	9,268	0	52,000	0
4410	Communications	15	73	0	0
4501	Memberships & Dues	743	633	930	950
4503	Training	0	746	1,830	1,830
4520	Commissions & Boards	0	0	0	0
4681	Reduced Funding, Svcs/Sup	0	0	0	(17,489)
	Total	137,410	82,870	192,710	121,391
CAPITAL OUTLAY					
4851	Vehicles	0	0	0	0
4870	Machinery & Equipment	0	0	0	0
4881	Office Furniture and Fixtures	0	0	0	0
4920	Machinery, Tools & Equip	1,634	404	0	0
	Total	1,634	404	0	0
	Total Expenditures	792,217	711,876	929,599	885,885

DEPARTMENT: 1 Policy Planning & Implementation
DIVISION: 11 City Manager
FUNCTION: 116 RDA and Economic Development

CITY MANAGER: Charles Lawson
RDA & ECON DEV MGR: Vacant

Function Description

This function helps maintain and enhance the City's overall economic health and the revenue stream funding the City's operating budget. The function evaluates and assesses the local and regional economy and trends and maintains a lead role in redevelopment activities. It also helps retain existing businesses and attract new businesses to the City.

Performance Indicators	Actual 2002-03	Actual 2003-04	Projected 2004-05	Estimated 2005-06
RDA Expansion Plan	Yes	Yes	Yes	Yes
Midtown Specific Plan Projects	6	6	6	6

2004-2005 Accomplishments

1. Completed the eighth amendment of the Redevelopment Plan for Milpitas Redevelopment Project Area.
2. Completed negotiations with Santa Clara County to facilitate the development of the Elmwood properties at Abel Street.
3. Monitored and proposed legislation to sustain Milpitas Redevelopment Project Area 1.
4. Guided development of draft Economic Development Plan.

2005-2006 Objectives

1. Clarify, formalize and implement economic development strategies and policies focused upon generating new and/or enhanced revenues.
2. Protect the Redevelopment Agency (RDA) from State legislative initiatives to diminish the authority and economic capacity of redevelopment.
3. Participate in economic development activities of outside organizations (such as: Joint Venture Silicon Valley, North Valley Private Industry Council and the Manufacturing Group).
4. Oversee completion and implementation of Economic Development Plan.
5. Lead in the preparation of Redevelopment Agency Five-Year Implementation Plan update.

Personnel Allotment

This function is staffed by: (1) RDA and Economic Development Manager.

Personnel Changes

No change was requested.

Expenditure Analysis

Personnel Services: \$165,321 will provide staffing for this function.
Services and Supplies: \$127,000 will provide for supplies, memberships, training, meetings, research and promotional brochure.
Capital Outlay: No capital outlay was requested.

DEPARTMENT: Policy Planning and Implementation
DIVISION: City Manager
FUNCTION: RDA & Economic Development

		Actual 2002-03	Actual 2003-04	Budget 2004-05	Approved 2005-06
PERSONNEL SERVICES					
4111	Permanent Salaries	0	0	113,545	131,206
4112	Temporary Salaries	0	0	0	0
4113	Overtime	0	0	0	0
4121	Allowances	0	0	0	0
4124	Leave Cashout	0	0	0	0
4131	PERS	0	0	13,164	19,893
4132	Group Insurance	0	0	11,568	10,750
4133	Medicare	0	0	1,659	1,916
4135	Worker's Compensation	698	572	568	656
4138	Deferred Comp	0	0	900	900
4139	PARS	0	0	0	0
4142	Vacancy Factor	0	0	(141,404)	0
4143	Charged to CIPs	0	0	0	0
4144	Reduced Funding, Personnel	0	0	0	0
	Total	698	572	0	165,321
SERVICES AND SUPPLIES					
4201	Community Promotions	10,375	1,575	10,000	2,000
4211	Equip Replmnt Amortization	0	0	0	0
4220	Supplies	0	0	0	0
4230	Services	0	0	180,000	100,000
4280	Elections	0	0	0	0
4410	Communications	0	0	0	500
4501	Memberships & Dues	0	0	25,000	20,000
4503	Training	0	0	5,000	4,500
4520	Commissions & Boards	0	0	0	0
4681	Reduced Funding, Svcs/Sup	0	0	0	0
	Total	10,375	1,575	220,000	127,000
CAPITAL OUTLAY					
4851	Vehicles	0	0	0	0
4870	Machinery & Equipment	0	0	0	0
4881	Office Furniture and Fixtures	0	0	0	0
4920	Machinery, Tools & Equip	0	0	0	0
	Total	0	0	0	0
	Total Expenditures	<u>11,073</u>	<u>2,147</u>	<u>220,000</u>	<u>292,321</u>

2005-2006 FINAL BUDGET

CITY OF MILPITAS, CALIFORNIA